Medical Laboratory Technology
Student Handbook

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To Students

You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give only the minimum to learning, you receive only the minimum in return. Even with your parents' best example and your teachers' best efforts, in the end it is ***your*** work that determines how much and how well you learn. When you work to your full capacity, you can hope to attain the knowledge and skills that will enable you to create your future and control your destiny. If you do not, you will have your future thrust upon you by others. Take hold of your life, apply your gifts and talents, and work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into opportunity.

Preface

Indian River State College offers a 24-month Medical Laboratory Technology Education Program designed to provide students with the basic knowledge and principles of all entry-level procedures related to the profession of Medical Technology. National Accrediting Agency accredits the Program for Clinical Laboratory Sciences (NAACLS). The NAACLS *Standards* are available for students to read.

National Accrediting Agency for Clinical Laboratory Sciences
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Phone 773-714-8880 Fax 773-714-8886
info@naacls.org
http://www.naacls.org Web page

Indian River State College awards an Associate in Science Degree in Medical Laboratory Technology to each student who satisfactorily completes the required course of study. Upon graduation, students are eligible to sit for the American Society of Clinical Pathologist Medical Laboratory Technician examination, and the American Association Bioanalysts Technologists examination. Florida licensure for Technician and Technologist is issued based on passing the national examinations. Graduation from this program is not contingent upon the student passing any national exam and the student will be issued an A.S. Degree in Medical Laboratory Technology.

Students accepted in the program are regarded as mature, responsible individuals seeking a formal education in the field of Medical Technology. They are not considered employees of the program's designated clinical education affiliates. This handbook has been prepared to inform the student of the responsibilities and requirements of this educational endeavor. However, the responsibilities and requirements contained herein, are subject to revision at any time and may be modified at the discretion of Medical Laboratory Technology program officials and/or Indian River State College administration.

Indian River State College Faculty

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Program Purpose Statement

Medical Laboratory Technology Education Philosophy
The increased application in use of clinical laboratory procedures for diagnosis, combined with the advanced technology of the medical laboratory technology equipment, has prompted the use of specialized personnel to insure the production of quality laboratory procedures. Thus, the role of the medical laboratory technologist as an important member of the medical team has also been enhanced.

Continuing education is encouraged by the MLT program in an effort to motivate the technologist, or prospective technologist, to keep up to date on the latest technical and procedural advances in the field of medical laboratory technology. Continuing education is mandatory for license renewal in the State of Florida.

Goals and Outcomes

The IRSC Medical Laboratory Technology program seeks to provide education in Medical Technology that meets, but is not limited to, the standards for accreditation as set forth by the National Accrediting Agency for Clinical Laboratory Sciences. This education will provide the student with the skills, knowledge, and experience to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains as performed by medical laboratory technicians.

Program Specific Outcomes:

1. Perform routine laboratory procedures encompassing all major areas of the clinical laboratory -- hematology, chemistry, immunology, microbiology, urinalysis, and transfusion services.
2. Comprehend and follow procedural guidelines in the performance of laboratory tests to include pre-analytical, analytical, and post-analytical processes.
3. Recognize unexpected results and instrument malfunctions and take appropriate action.
4. Correlate laboratory findings to common disease processes.
5. Comply with safety procedures and ethical standards of practice.
6. Demonstrate professional and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and the public.
7. Recognize continuing education as a function of growth and maintenance of professional competence.
8. Prepare students to take the national certification examination offered by American Society for Clinical Pathology (ASCP) and American Association of Bioanalyst (AAB).

Program specific outcomes for a five (5) year period are available on the IRSC website at www.irsc.edu.

Essential Functions of the Profession

MLT students will also be expected to meet the technical standards that are necessary to perform the "essential functions" of a medical laboratory technician. These technical standards are as follows:

Strength: Moderate muscular strength is needed. In the course of the program, the MLT student may be pushing, pulling and lifting objects more than 20 lbs.

Motor Skills Needed: The MLT student should possess the ability to safely and accurately perform all laboratory procedures, manipulate tools, instruments and other equipment in the laboratory. In the course of the program, the MLT student may be performing simple motor skills such as standing, walking etc.; performing simple manipulative skills such as washing, writing, collating, etc.; performing moderately difficult manipulative skills such as positioning patient, using a computer keyboard, etc. and performing difficult manipulative skills such as invasive procedures, calibration of equipment, etc.

Coordination: In the course of the program, the MLT student may be performing body coordination such as walking, stooping, etc.; performing tasks that require hand-eye coordination such as keyboard skills, phlebotomy, etc. and performing tasks that require arm-hand steadiness such as invasive procedures, etc.

Mobility: The student should be able to move from place to place in the performance of his or her work. In the course of the program, the MLT student may be walking and standing; sitting for prolonged periods; standing for prolonged periods and assuming uncomfortable positions such as bending over tables, etc.

Visual Discrimination: The student should be able to read charts and graphs; read instrument scales; discriminate colors; read microscopic materials and record results. In the course of the program, the MLT student may be required to see objects far away as in driving; see objects closely as in reading patient sample information and test instrument data and differentiates colors and visual structures as in reading microscope slides, labels, color comparison charts, warning symbols, etc.

Speech and Hearing: The student must be able to communicate effectively and sensitively in order to assess both verbal and non-verbal communication, be able to adequately receive and transmit information to the patient and to members of the health care team and hear normal sound with some background noise.

Mental Requirements: The medical laboratory student should possess the emotional stability and health needed for full utilization of his or her intellectual abilities. The student must be free of mind-altering drugs, including alcohol and must be able to recognize emergency situations and take appropriate action.

Environmental Conditions: The MLT student may be exposed at different times to human blood, urine, body tissues or fluids; grease or oil; toxins, cytotoxins or poisonous substances; dust, mold, respiratory and contact allergens; other hazardous materials such as chemicals; electromagnetic radiation as in CRTs or VDTs; sharply pointed and sharp edged objects and dangerous Electrical current and voltages.

Communication Requirements: The MLT student will communicate verbally with individual patients, staff members, visitors and telephone callers in order to explain detailed information; communicate verbally with small groups in an informal setting; initiate honest agreement or dissent regarding interpretation of data and perform detailed written documentation on a daily basis.

Academic Requirements

Program Grading

The Medical Laboratory program is a full-time, maximum 40 hours per week program. Students are in class on the days that they are not at the clinical facilities. Classes and clinical hours are scheduled between the hours of 7 a.m. - 5:00 p.m. (days).

Students are required to successfully pass all medical laboratory technology curriculum courses with a grade of "C" or higher. Additionally, all courses with a MLT prefix must be passed on the first attempt. If a student receives a grade lower than a "C" in any MLT course, he/she will be dismissed from the program.

If a student demonstrates a consistent lack of performance in the clinical requirements of the program and is performing below average (grade "C"), the student may be placed on clinical probation for one semester. A student may also be placed on clinical probation for a severe infraction of the program guidelines. If a student is placed on clinical probation, the student will have a time frame designed for them to demonstrate that their weakness in clinical performance has been strengthened. At the time of assigning the probationary status, the student will be advised of the problem and be offered suggestions and ways to improve. If the student does not show improvement within the given time frame, the student will be dismissed from the program.

1. All students must obtain a "C" or better in all MLT courses. A "D" or "F" in any MLT course may result in dismissal from the program.

2. All students must earn a grade of "C" or better in 8 credits of biology and 8 credits of chemistry.

3. The student must complete all classwork before taking the Clinical Practicum courses and possess a valid Florida Trainee's Registration.

4. The student must meet all requirements established by the College for the Associate in Science (A.S.) Degree. The maximum time for completion of the MLT program is 5 years.

5. This is a competency based program. At the beginning of each course, the student will be given a list of behavioral objectives by the instructor. Each objective must be based on the degree of achievement and minimum competency achieved.

6. All numerical grades at the end of the course will be transposed to a letter grade using the following scale:

A = 93 - 100	4 quality pts./semester hour
B = 85 - 92	3 quality pts./semester hour
C = 76 - 84	2 quality pts./semester hour
D = 70 - 75	1 quality pts./semester hour
F = 69 and below	0 quality pts./semester hour

Prerequisites for each MLT course are listed in the College Catalog and are available from MLT instructors. Check the student calendar for deadlines regarding filing for graduation.

Requirements for Progression

The Medical Laboratory Technology program is cohort based, meaning that students work through a curriculum together to achieve the same degree. Students must progress through the curriculum with their cohort. If a student is not able to take the required courses as scheduled, the student will be withdrawn from the program and will have to reapply for admission to the program with a future cohort.

Due to the sequential nature of the curriculum, students must successfully complete all courses for a given semester before becoming eligible to take courses in the subsequent semester. It is essential that students master the knowledge and skills of each Medical Laboratory Technology course (determined by a minimum grade of “C” or better.) In the event that the student obtains a grade lower than a “C” in any of the Medical Laboratory Technology courses, they will be required to withdraw from the program and will have to reapply for admission to the program with a future cohort.

PROCEDURES FOR AWARD OF COMPETENCY CREDIT FOR MEDICAL LABORATORY TECHNOLOGY PROGRAM

Award of Competency credits will be considered for those applicants who have been working in a laboratory for at least one year under the direct supervision of a pathologist (Certified by the American Board of Pathology of eligible) or an appropriately certified Medical Technologist (ASCP) American Society of Clinical Pathologists), and who have a valid Florida Technicians license.

ELIGIBILITY CRITERIA

1. The student must successfully complete all general education coursework for the A.S. Degree in Medical Laboratory Technology.

2. **The student must maintain a cumulative and IRSC 2.5 grade point average**

3. The student must pay a minimal clerical service fee per credit. Credit will be recorded once these criteria are met.

4. The student will be awarded credit for the following courses after successfully proving competencies by examination;

MLT 1040C Introduction to Medical Technology	3 credits
MLT 1230 Urinalysis and Body Fluids	2 credits
MLT 1362 Hematology	4 credits
MLT 1525 Immunohematology (Blood Bank)	4 credits
MLT 1500C Immunology & Serology	4 credits
MLT 1199 Introduction to Molecular Diagnostics	1 credit
MLT 2400 Medical Microbiology	4 credits
MLT 2625 Clinical Chemistry	5 credits
MLT 2033 Medical Lab Career Orientation	1 credit
MLT 2807L Immunohematology Clinical Practicum	3 credits
MLT 2809L Hematology Clinical Practicum	3 credits
MLT 2810L Clinical Chemistry Practicum	3 credits
MLT 2811L Microbiology Clinical Practicum	3 credits

Medical Laboratory Technology Degree Requirements - 76 credits

Students in the Medical Lab Technology (MLT) program pursue an A.S. Degree and upon completion will be eligible to take the American Society of Clinical Pathologist Medical Laboratory Technician and American Association of Bioanalysts Medical Technologist certification examinations. The program consists of classroom instruction, lab practice and clinical time in a hospital lab, and culminates in a 12-week clinical practicum at a local hospital. The MLT program Curriculum can be located on the IRSC website at **www.irsc.edu.** Click **Course Catalog from the website, select Associate in Science degrees and select Medical Laboratory Technology.**

Program Expenses

The program expense form can be found on the Medical Laboratory Technology webpage. Refer to the IRSC website at www.irsc.edu. Click all Programs and select Medical Laboratory Technology.

In addition to these costs, the candidate should allow for room, board, transportation and personal living expenses. Note that non-Florida resident tuition is a higher rate per credit hour, which will increase total fees accordingly.

Information on financial assistance is available through the Financial Aid Office.

Contact the IRSC Foundation for information about local housing and the River Hammock, IRSC's on campus housing.

Students should bring the textbook to each class. Students need to keep (not sell) their textbooks after each MLT course, since the same book will be used in clinical practicum and will provide a current reference for certification examinations and subsequent employment.

Financial Aid

The College maintains a Financial Aid office on campus located in Student Services. Students in the MLT program may be eligible for different types of financial aid in the form of loans, grants and scholarships. Some of these include:

1. Basic Education Opportunity Grant (BEOG)
2. Supplemental Education Opportunity Grant (SEOG)
3. National Direct Student Loans (NDSL)
4. Work Study Program
5. Comprehensive Employment Training Act (CETA)
6. Health Career Opportunity Program (HCOP)

Complete the online IRSC Scholarship application by logging into your student MyPioneerPortal. In addition, the MLT instructors and Financial Aid Office may know of other available forms of financial aid.

Additional scholarships may also be available to both MLT students through the national professional organizations, including the American Society of Clinical Pathologist. Additional information is available in the MLT Department.

College Activities

Many College activities are scheduled on campus. The Medical Laboratory Technology program student will be active in the Medical Laboratory Technology Club. The club was designed for educational activities targeted to the medical laboratory student. See the online College calendar for schedule of college activities.

Student Employment and Work Regulation

If at all possible, students should not have an off-campus job that may interfere with their performance in the program. It is assumed that the student's first responsibility while in the program is his/her education. Conduct after hours reflects on the College, hospital and the profession.

Students are not permitted to take the place of staff at clinical sites. Each affiliation agreement addresses this point. Hours spent at the clinical sites are scheduled during weekday hours only. Voluntary, unpaid phlebotomy is not permitted at the clinical sites unless scheduled by the clinical educator of the MLT program. Employment should, in no way interfere with the student's academic or clinical responsibilities.

Rules for Clinical Education and MLT Classroom

General

1. Safety glasses must be worn in the laboratory at all times, even when not performing laboratory testing.
2. Eating, drinking, and smoking are not allowed in any laboratory.
3. Appropriate clothing must be worn in the lab (scrub top, pants, clean sneakers and name tag).
4. No chemicals or equipment may be removed from the lab without specific permission.
5. Wash your hands often during the lab, and wash them thoroughly upon leaving the lab.
6. In the case of an injury, notify your instructor immediately. All injuries, no matter how small, must be reported.
7. The clinical liaison or their representatives will supervise clinical experience.
8. Questions or problems incurred in the lab should be taken to the appropriate individual in charge if it concerns rules or regulations. Questions concerning procedures, techniques and testing theory may be directed to the technologist in the department.
9. Students must observe hospital and lab regulations for routing work and written communications.
10. Students must not discuss lab results with any staff member outside of the lab, with family members, friends or patients.
11. Questions concerning the diagnosis of disease states or evaluation of therapy should be directed to the Pathologist.
12. Physicians and other medical professionals should be addressed by their title.
13. Classroom etiquette is a set of guidelines for maintaining civilized, professional, and effective communication in a classroom. Instructors and students will demonstrate appropriate etiquette when interactive with each other. Written communication will be conducted using standard business English. Here are some basic rules:

    - Treat your peers and the instructor in a polite and respectful manner.
    - Model the same standards of behavior online as you would follow in a face-to-face discussion.
    - Do not use ALL CAPS when communicating; this is considered “shouting.”
    - Remember, some comments may be taken the wrong way without facial expressions.
    - Be careful in wording your emails.
    - The use of emoticons might be helpful in some cases.
    - Respect the privacy of other class members.

    These guidelines apply to all means of communication, including email, course messages, discussion boards, and Blackboard Collaborate sessions.

    Cell phones must be put away during both lectures and lab. If you have an emergency, please take any calls, texts, or tweets outside the class. All phones must be silenced before entering the class.

    1st offense – Verbal WARNING

    2nd offense – Written WARNING

    3rd offense - Class DISMISSAL

Attendance/Participation

1. Class attendance for each MLT course is mandatory.
2. The MLT instructor in advance of the particular class must grant excused absences if at all possible. It is the student's responsibility to notify the instructor if he/she is going to be absent. Excused absences will be at the discretion of the instructor and include the following:
    a. Death or severe illness in the family
    b. Illness of the student
    c. Supervised extracurricular trips (with written instructions from the IRSC sponsor)
    d. Jury duty
3. All absences must be documented by completing the appropriate absence form which is placed in the student's folder.
4. All work missed because of absences must be made up, it is the student's responsibility to make arrangements with the instructor. Tests, quizzes or laboratory practicals missed because of an unexcused absence cannot be made up, and the student will receive a "0" for that grade.
5. If the student has excessive excused absences because of health reasons, he/she may be required by the MLT faculty to withdraw from the MLT program until he/she is able to attend on a regular basis.
6. Students will attend the clinical lab for one six-hour period per week for each of the courses taken the first year and second year. The Clinical Practicum courses involve 32 hours per week at the clinical lab (6 weeks in last Spring term and 6 weeks in the Summer I term for a total final practicum of 12 weeks).
7. Student's time in the clinical lab will be kept by use of time sheets. Time must be verified by the clinical instructor's signature.
8. Students unable to attend the class at the hospital must notify the lab as far in advance as possible. The MLT instructor must also be notified. The instructor **will not** call the hospital for the student. The student may leave a message on the answering machine.
9. It will be the responsibility of the student to make up all clinical labs when they are absent. This is to be arranged with the clinical instructor. Students should not ask the hospital to make special arrangements for the make-up class. If the total required clinical time is not put in by the end of the semester, the student will be given an incomplete (I) grade for the course.
10. Intentionally falsely documenting clinical attendance and/or competencies is grounds for dismissal from the program.

11. Preparation for class means completing all study activities required for that week. Attendance in an online course means logging into the Learning Management System (Blackboard) regularly and participating in all the activities posted in the course.

1. Preparation for the clinical rotation means completing all competency checklists and clinical hours required each week.
2. Complete the daily journal in Blackboard.
3. Late and Tardy notices must be called to the clinical site. The instructor should receive an email.
4. All absences must be documented in the weekly journal.
5. Make-up hours should be arranged with the clinical rotation department supervisor.

Students MUST be present for all exams. All exams will be announced at least one class meeting before the examination. The instructor will give make-up exams only for persons who notify and are cleared in advance as an absence probability. To remain in the program, students must score 76% or better on all exams. For each course:

1st Failed exam	Written warning
2nd Failed exam	Consultation and placed on academic probation.
3rd Failed exam	Expulsion from program.

Students are expected to attend each class session and follow the attendance policies described in the MLT student handbook. Should a student find it unavoidable to miss class or a lab session, the student is responsible for arranging to make up all missing assignments.

3 Tardy	1 Absence
3 Absences	Written Warning
4 Absences	Consultation with Administration
5 Absences	Expulsion from program.

Conduct and Attire

1. Any student caught in the act of cheating on an exam, quiz or lab report will receive a "0" for that grade. Two such incidences will constitute dismissal from the program.
2. Any student willfully creating a hazardous situation for himself and/or others in the laboratory will be dismissed from the class with an unexcused absence. Continual practice of this nature will result in dismissal from the program.
3. The student must exhibit courtesy and respect for the instructors and fellow students while in class or the clinical facility.
4. Students must wear a lab coat for each laboratory class. For purposes of safety, open-toed shoes or sandals are not permitted during a laboratory period.

To avoid introducing potentially harmful microorganisms into the environment or otherwise injuring the patient or self, the clinical laboratory student always:

5. Exhibits a clean body and hair (head and facial)
6. Wears clean clothes
7. Styles hair in well-controlled manner, e.g. off-the-collar and not falling long or loose about the face or shoulder
8. Keeps mustache/beard (if permitted) short and neatly trimmed
9. Keeps nails clean and well-manicured e.g., short to moderate in length and smoothly filed
10. Wears minimal and modest ornamentation/jewelry. No dangling neck chains or long earrings. No body jewelry.
11. Uses perfume or cologne (light fragrances) only very sparingly

To promote the professional image of clinical laboratory science, the student always:

12. Wears well-fitting clothes, neither too tight nor too baggy; wears appropriate undergarments and wrinkle-free clothing
13. Keeps shoes in good condition, e.g., clean and well-polished
14. Wears makeup that is appropriate for the workplace, e.g., minimal in application and modest in effect
15. Wears only intact, clear/pale nail polish (if appropriate or permitted)

Verbal Communication

To promote positive, comfortable interactions the clinical laboratory student will:

1. Speak with an appropriate tone and volume of voice, e.g., not curt, rude, or abrupt
2. Use inoffensive language that is neither slang or profane
3. Use words and content of speech appropriate for the emotional climate of the moment, e.g., supportive, empathetic, joyful
4. Make appropriate overtures to engage in conversation/communication with others

5. Maintain the content and flow of conversation/communication, i.e., display social and therapeutic finesse
6. Bring conversation/communication to closure politely and hospitable
7. Exhibit courteous telephone manners, e.g., greetings, identification, handling inquiries, taking messages, transferring and placing calls, providing closure
8. Refrain from discussing personal issues and concerns with clients, family and others in the workplace
9. Discuss client and work-related issues and concerns only with appropriate individuals and in private locations
10. Exhibit discretion and restraint in displays of humor

Non-Verbal Communication

To promote positive, comfortable, interactions, the clinical laboratory student always:

1. Exhibits facial expressions that are respectful and appropriate, expected and comfortable for others
2. Uses eye contact that is appropriate, expected and comfortable for others
3. Uses body and head movements that support comfortable communications with others
4. Respects others' personal space regarding position of self during interactions
5. Places self in a non-confrontational position in relation to others during interactions

Professional Values

To demonstrate behavior consistent with the value of NON-MALFEASANCE (TO DO NO HARM), the clinical laboratory student always:

1. Recognizes limits of own competence by seeking assistance as necessary
2. Reports own errors and omissions to appropriate persons
3. Delegates assignments consistent with caregiver capabilities

To demonstrate behavior consistent with the value of BENEFICENCE (TO DO GOOD), the clinical laboratory student always:

1. Accepts constructive feedback as a means for improving personal growth
2. Supports peers and other personnel
3. Willingly accepts assignments
4. Exhibits adaptability and flexibility
5. Handles stressful situations calmly, constructively, and tactfully
6. Delegates difficult assignments fairly

To demonstrate behavior consistent with the value of FIDELITY (FAITHFULNESS TO AGREEMENTS AND RESPONSIBILITY), the clinical laboratory student always:

1. Exhibits accountability, i.e., is directly, clearly and willingly answerable for own actions
2. Serves as a role model for others in the human, social manner in which service is delivered
3. Keeps commitments made to clients, colleagues and employers

To demonstrate behavior consistent with the value of VERACITY (TELLING THE TRUTH), the clinical laboratory student always:

1. Exhibits honesty in all areas of responsibility
2. Reports others who knowingly and willingly mislead, falsify or otherwise display dishonesty

To demonstrate behavior consistent with the value of ALTRUISM (CONCERN FOR THE WELFARE OF OTHERS), the clinical laboratory student always:

1. Exhibits the "therapeutic use of self" in rendering care, i.e., uses self and personal abilities and qualities to achieve positive goals for others
2. Promotes others' personal growth

Professional Work Ethic

To demonstrate behavior expected of PROFESSIONAL EMPLOYEES, the clinical laboratory student always:

1. Promotes an environment that fosters team efforts and relationships
2. Follows institutional/agency personnel policies, e.g., regarding absences, tardiness, scheduling
3. Exhibits initiative
4. Avoids personal calls except in the case of an emergency and turns off cellular phone when in class and clinicals
5. Exhibits timeliness and consideration in scheduling and taking breaks and mealtimes
6. Reports to appropriate personnel when leaving the lab or assignment for any reason
7. Willingly complies with employee requests and directions, as appropriate
8. Assists in providing safety and security by wearing the required OSHA personal protection equipment and identification badge at all times

Student Health

In the event a student requires emergency treatment, the affiliate will provide such treatment according to the conditions of the affiliation agreement between the College and the hospital/affiliate. The affiliate RESERVES THE RIGHT TO BILL THE STUDENT for such emergency treatment. The student is LIABLE for any medical expenses incurred in the clinical setting from any emergency medical treatment administered. Accident insurance is not a substitute for health insurance and does not cover illness or disease. Should a student be involved in an accident or injury to self or to a patient, a college accident report must be completed and signed by the student immediately along with the agency report. If the accident involved a possible exposure to a bloodborne pathogen, the Health & Wellness Center must also be notified immediately.

1. **Life Threatening**
   - ✓ Upon observation of the medical emergency - **ACTION**:
     - o Call or have someone call **911,** then Campus Security and Health & Wellness Center/Student Affairs Office.
     - o State the nature or type of emergency.
     - o Give the location of building, floor and room.
   - ✓ Identify the person and any other pertinent information which will help prepare responders.
     - o Age
     - o Gender
     - o Symptom's victim is exhibiting
     - o Pre-existing health condition (if known)
     - o Medication the victim may be taking (if known)
     - o Stay with the victim until emergency personnel arrive
   - ✓ Have another individual in the area meet the emergency personnel to expedite locating the victim inside a building.
   - ✓ Following the medical emergency, prepare an incident report regarding the actions taken in response to the emergency. Copies of this report should be provided to the Vice President of Student Affairs, Campus Provost, appropriate administrators and Campus Security.
2. **Not Life Threatening**
   - ✓ Injuries which are not life threatening, but which have occurred on College property.
     - o Contact Health/Wellness Center and Campus Security.
     - o First Aid should be provided within the scope of knowledge and skill by anyone who is readily accessible and willing to manage the situation.
   - ✓ College personnel will not, as College representatives, provide personal transportation for injured or ill persons.
   - ✓ IRSC Campus Security will make a written report for any injury that occurs on College property.
     - o Instructors will submit a report to their Department Chair concerning the circumstances of student injuries occurring in their class activities.
     - o Initial reports should be forwarded to the administrator immediately responsible for the instructional or operational program for appropriate distribution.
     - o Supervisors are responsible for reporting injuries and sickness of employees in compliance with IRSC Workers' Compensation policies.

Clinical Education Assignments

During enrollment in the Medical Laboratory Technology program, students will be assigned to a clinical education site. This assignment is made by the IRSC MLT Faculty. All clinical education sites are recognized by **NAACLS.**

Efforts will be made to assign students to the clinical education center closest to their place of residence; however, this cannot be guaranteed. Appointments to a clinical education site will not be changed without the agreement of all parties involved, (the Program Director, Clinical Coordinator, the representatives of both clinical education centers and the student).

A student cannot exceed, (without instructor's approval), during any semester, the total number of clinical education hours required for that particular semester. Overtime will not be considered, nor can it be accrued or banked, then later accepted for time off, make-up days, personal leave, illness, early completion of the program, etc.

Currently, the ten (10) clinical sites are:

1. **Cleveland Clinic Indian River Medical Center**
   IRMC is located 21 miles north from the IRSC Massey Campus in Fort Pierce. The laboratory is housed on the second floor.
2. **Lawnwood Regional Medical Center**
   LRMC is located 2 miles from the IRSC Massey Campus in Fort Pierce. The laboratory is located on the main floor.
3. **Port St. Lucie Medical Center**
   PSLMC is located 12 miles south of the IRSC Massey Campus. The laboratory is located on the main floor.

4. **Cleveland Clinic Martin Memorial Health Systems**
   A. **Cleveland Clinic Martin Memorial Hospital North**
      MMHS North is located 21 miles south of the IRSC Massey Campus. The laboratory is located on the ground floor.
   B. **Cleveland Clinic Martin Memorial Hospital South**
      MMHS South is located 35 miles south of the IRSC Massey Campus. The laboratory is located on the second floor.
5. **Palm Beach Gardens Medical Center**
   PGMC is located 52 miles south of the IRSC Massey Campus. The laboratory is located on the main floor.
6. **Raulerson Hospital**
   RH is located 30 miles west of the IRSC Massey Campus. The laboratory is located on the main floor.

7. **Jupiter Medical Center**
   JMC is located 45 miles south of the IRSC Massey Campus. The laboratory is located on the second floor.

8. **Good Samaritan Medical Center**
   GSMC is located 52 miles south of the IRSC Massey Campus. The laboratory is located on the fourth floor.

9. **St. Mary's Medical Center**
   SMC is located 58 miles south of the IRSC Massey Campus. The laboratory is located on the main floor.

10. **Florida Hospital Heartland**
    FHH is located 100 miles west of the IRSC Massey Campus. The laboratory is located on the main floor.

11. **Sebastian River Medical Center**
    SRMC is located 38 miles north of the IRSC Massey Campus. The laboratory is located on the main floor.

The first clinical assignment will begin in the Fall semester (Hematology/Coagulation) of the first year and continue to the end of the term. The second clinical assignment will begin in the Spring (Blood Bank) and continue for the first 10 weeks. The Summer I (Serology) is the third clinical session. The fourth clinical assignment will begin the Fall semester (Clinical Chemistry) of the second year and continue to the end of the term. The fifth clinical assignment will be the first ten weeks of the Spring semester (Medical Microbiology) in the second year. The final rotation will begin the last 6 six weeks of the Spring term (Clinical Practicum) and continue to the end of the Summer I term (Clinical Practicum), concluding the Medical Laboratory Technology program.

In the event that a clinical facility cannot take a student, a wait list will be created. The MLT Program Director will rank the students on the list using the students overall MLT GPA. Students on the wait list will be placed in the next available site where the wait time will not exceed one semester.

Teach Out Plan

NAACLS requires the MLT Program to have in place a "teach out" plan in case of program closure. If the MLT Program at IRSC closes, it will be immediately communicated to all attending students.

All prospective MLT students will be told that the program will not be taking a new cohort due to program closure and information regarding other MLT programs in the area will be available.

All current students in the MLT program will be informed of program closure. All current students will be allowed to complete the MLT courses and final clinical practicum if completed with the normal entry and exit time frame of 24 months. Students who do not, or cannot, complete within that time frame will be given assistance in applying to other local MLT programs for completion of their education.

The Dean of Health Sciences will be designated to clear students for the certification exam in the event faculty in the MLT program are unavailable.

In the event of a disaster when MLT labs and classrooms are damaged or unavailable, labs and lectures will be moved to another room or building or even to another campus (IRSC has 5 separate campuses in different areas of the 5 counties they serve.)

Patient Confidentiality

All hospital and patient records are confidential in nature. Request for information concerning a patient must be referred to the Lead Clinical Instructor. Students are expected to maintain confidentiality in a professional manner. You will be asked to sign a confidentiality statement upon admittance to the program.

Social Media sites such as Facebook, Instagram, Twitter etc. are subject to the same professional standards related to HIPAA, FERPA and clinical affiliation confidentiality. Violations of this nature will be subject to the same disciplinary action as Section 2.01 Health Science Statement of Ethics in the Health Science Division Student Handbook.

Disciplinary Process for MLT Students

1. The Clinical Liaison will report in writing any student who violates these code or hospital regulations. This is especially important in matters concerning confidential patient information. The report should include the nature of the infraction, the date, the student's name, and the name of any other staff members involved.

2. The report will be sent to the MLT Instructor and MLT Program Director and reviewed with the student and the Clinical Liaison.

3. If the MLT Program Director and Clinical Liaison determine that the incident is of a serious nature and agree, the student may be suspended from the MLT program for the semester. If more than 3 incidents occur, the student may be dismissed from the program.

4. All students have a right to defend their actions before program dismissal action is considered. Students will be granted a review with the Health Science Disciplinary Committee. (See Health Science Division Student Handbook.)

APPENDIX A:

Forms

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INDIAN RIVER STATE COLLEGE

MLT Department

Associate Degree Medical Laboratory Technology Handbook Guidelines Verification Form

Student Name:_____ Student ID:_____

Semester:_____

Due: Spring – 1st day of class

This document is to acknowledge that I reviewed my personal copy of the 2026 Medical Laboratory Technology Department Associate Degree MLT online Student Handbook. I have read and understand the contents thereof. I hereby agree to abide by its regulations.

I understand that I may not be permitted to enroll and complete any MLT courses with a clinical component until I have all of my records on file in the MLT department (Physical, CPR, immunizations, drug screen, health insurance, flu vaccination documentation, and background checks) and that these records must be kept updated, or I could be withdrawn from the program.

I understand that orientation to courses and clinical facilities is mandatory. Absence for any reason may result in my being withdrawn from the program.

Any student found guilty of cheating and/or plagiarism may receive an "F" in the course and/or be dismissed from the program.

I understand that patient information that has been disclosed to me is protected by state and federal law. State law prohibits me from making any disclosure of medical information without the specific written consent of the person to whom such information pertains, or as otherwise permitted by federal, state or local law.

I understand that I may be exposed to blood borne pathogens (potentially infectious disease causing materials) during my clinical rotations. I understand this can further impact exposure risk if I have any change in health status: such as immunosuppression issues or pregnancy. If I wish to be accommodated, I must disclose my change in health status to the course coordinator and MLT Department.

I understand that I must have personal health insurance and the policy must be active for the entire time I am enrolled in a clinical course. Failure to have personal health insurance, while enrolled in a MLT clinical course, will result in my inability to attend clinical, course failure and/or dismissal from the MLT Program. I will submit a copy *of* my active insurance card/policy to MLT department before classes begin in the fall.

By signing this document, I acknowledge that I have read this document, along with the Student Handbook, and I agree to comply with all terms and conditions. Students who are not able to submit this form by the due date for the semester may not be eligible for clinical and/or for registration for the following semester. I understand that I am expected to submit this signed document to MLT department before classes begin in the fall.

Signature: _____ Date: _____

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Indian River State College
MLT PROGRAM
Statements of Understanding

- I have received a copy of the Medical Laboratory Technician **current** Student Handbook.
- I have read the description of the work in this career field and understand the essential functions.
- I have read the physical and the mental requirements of this field and believe I can meet them.
- I have read and understand the goals and outcomes of the MLT program.
- I understand the academic requirements for progression in my MLT program.
- I understand the procedure used for assigning clinical practicum rotations.
- I have reviewed the clinical training sites and rotation periods.
- I understand that there are academic requirements, licensure requirements, health tests, medical insurance and immunization requirements for entry to clinical practicum.
- Any questions I asked regarding the contents of the student handbook were answered to my satisfaction.
- I have a copy of the law and rules of the state of Florida governing licensure of laboratory personnel and laboratories.
- I have access to the Board of Clinical Laboratory Personnel website to review changes in the rules as they occur.
- I agree to have my education, health and background records released to professional/healthcare agencies requesting that information, and other agencies as designated by IRSC who have a legitimate interest in my student record.
- I give the College permission to contact my employer after graduation and share my personal information to gather post graduate data for institutional research and reporting.

Printed name _____

Signature _____ Date _____

MLT Program Director _____ Date _____

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INDIAN RIVER STATE COLLEGE

WAIVER OF LIABILITY
AND
INFORMED CONSENT

Name _____ **Member of Class of** _____

- I willingly consent to participate in all laboratory treatments and practice sessions as a human subject (i.e. patient) for educational purposes at Indian River State College. These treatments may be rendered by faculty or by fellow students. It is my responsibility to disclose any information or medical issues that will limit or bar me from the above participation to the Program Director or Instructor in a timely manner.

- I willingly consent to appear in photographs, transparencies, films, videotapes and other forms of media, for educational and informational purposes at Indian River State College.

- I willingly consent to participate in simulated patient interviews and both lab and lecture demonstrations.

- I willingly consent to give the Program Director or Indian River State College Designee permission to give my Student ID and other personal information to the Indian River State College clinical affiliations and licensure/registration authorities for appropriate reasons.

- I willingly consent to give the Health Science Division permission to release drug testing results, or Criminal Offender Record Information (CORI) to clinic sites that may require such information as terms of their contract with Indian River State College for clinical affiliations.

Signed _____

Date _____

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Academic Integrity and Professional Conduct

Academic integrity and professional conduct is vital in the college environment. Certain behavior is required of the students, staff and faculty at all times. Students should review the ***Student Standards of Conduct*** found on the **IRSC website online**. Students, staff and faculty should also review the Professional Values *o*n pages 12 and 13 of the Medical Laboratory Technology Student Handbook. Students and faculty may also be asked to sign a contract at the beginning of each course that outlines student and faculty responsibilities toward a common goal of student success.

There will be repercussions for any student, staff or faculty member who violates academic integrity or exhibits unprofessional conduct. Students may discuss concerns with their instructors or the Program Director. Faculty and staff have the responsibility to counsel any student they have observed violating academic integrity or exhibiting unprofessional conduct.

- **First occurrence** - the unacceptable behavior will be explained to the student and a counseling form written and remediation will be required.
- **Second occurrence** - the unacceptable behavior will again be explained, a counseling form written, the student will be placed on probation for the remainder of the program and the student will be required to discuss these occurrences with the Program Director. Remediation will be required
- **Third occurrence** - If unacceptable behavior occurs for a third time, the student will be permanently dismissed from the program.

Student Signature _____

Print name _____

Date _____

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Indian River State College
Medical Laboratory Technology Program

Change in Health Status

_____ _____
Student's Name Student ID

This above-mentioned student is presently enrolled in the Medical Laboratory Technology Program at Indian River State College. The role of the Medical Laboratory Technician in the various healthcare settings requires academic, physical, mental and environmental work/demands. Due to the nature of the program, the student will be exposed to health hazards demonstrating the ability to make appropriate judgment decisions in emergency and non-emergency situations. In order to determine the appropriate precautions, we need the following information:

(1) Diagnosis _____

(2) Date of Onset _____

(3) Present Health Status _____

(4) Do you recommend him/her continuation in the enrolled program?
_____Yes _____No

(5) Recommended date Clinical Education may resume: _____

(6) Recommended date for continuation of didactic lectures with co-requisite laboratories:
_____

(7) Do you recommend any limitation to regular duties? _____Yes _____No
If yes, please explain.

_____ _____
Physician's Signature Date

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Grounds For Dismissal

I verify by my signature below that I understand that I may be dismissed from the IRSC program for the infractions involving:

1. Failing grades in the MLT program. All MLT course grades must be a "C" or higher. Cumulative final and final practicum must be pass for each course with a "C" or higher.

2. All IRSC MLT test must be taken and passed with a "C" or higher (76%) or higher.

   A) First occurrence, student is written up and documented.

   B) Second occurrence, student is written up and documented and placed on academic probation.

   C) Third occurrence, possible dismissal from the program based on circumstanced.

3. Use or distribution of illegal or controlled substances while on the IRSC campus and/or any of its clinical sites.

4. Unprofessional or unethical conduct which violates the IRSC Code of Ethics.

5. Disclosure of confidential patient information.

6. Use of any electronic device (includes text messaging, and/or camera use) in the clinical setting.

7. Cheating (academic dishonest), or falsification of official school documents (this includes clinical documents.

Additionally, I understand that I may be dismissed from the program if the Lab Director of any IRSC MLT clinical site requests in writing that I not be allowed to return to my clinical site for violations involving theft, professional misconduct or behavior that threatens the safety of patients, others or myself.

_____ _____

Printed Name of Student Date

_____

Signature of Student